



## **STATUTORY CEREMONY PROCESS DURING COVID19**

The safety of our staff, the couples and their guests are paramount during the covid19 pandemic and as restrictions reduce. To ensure we do everything possible to limit contact and interaction that could cause the spread of the virus we have had to make certain changes to the way a ceremony is delivered.

The Registrars will wear protective face masks and shields and will maintain a social distance of two metres from all attendees at all times.

### **Ceremony preliminaries**

Please arrive no more than 10 minutes before your ceremony time.

It is a requirement for the couple to meet with the Registrars immediately before the ceremony, the couple will be seen together.

### **Ceremony**

The ceremony will be held in our ceremony waiting area. There will be a Perspex screen between you and the Registrar and social distancing will be maintained at all times between the couple/witness and our staff.

The content follows the statutory requirements and cannot be altered.

Rings will not be handled by the Registrars and we would recommend they are carried by the couple.

We advise that children do not attend where possible; if they do attend children will need to be seated with an adult at all times/remain in their pushchairs.

The statutory space can accommodate the couple and two witnesses only. The venue risk assessment shows the attendee numbers permitted in this area.

### **Face coverings/masks**

Your hands should be sanitised on arrival and we recommend a face covering or mask is worn by those that can. The bride/groom/partners will need to remove these for the pre-interview and ceremony.

If either you or any of your guests are unwell or required to self-isolate, please contact us to reschedule your ceremony. You must not attend our offices.

**Building restrictions**

At this time there is no parking by the door for the couple, paid for parking is available behind the building.

The garden is in use by staff; however, the couple can spend a short time for photos if they wish, being mindful that staff may be in the area. We will make time for one of your witness to take a couple of pictures before you leave this building should you wish.

Only bio-degradable confetti can be used.

**Test and Trace**

The couple may wish to encourage everyone to check in using the test and trace barcode up on site.

These restrictions are necessary to ensure that the Registration Service complies with council building rules and government advice to help keep everyone as safe as we can whilst fulfilling our statutory duties. Thank you for your understanding and support.